

Board of Commissioners

Chair Ed Wolfe
Vice Chair Rob Putaansuu
Becky Erickson
Charlotte Garrido
Danielle Murphy
Robert Gelder
Val Tollefson

Executive Director
Stuart Grogan



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Bremerton, WA 98337-1891

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<http://www.housingkitsap.org>

HOUSING KITSAP BOARD OF COMMISSIONERS

AGENDA

May 2, 2017

3:15 pm - 5:00 pm

Council Chambers, Norm Dicks Government Center, 345 6th St.

1. Call to Order

2. Public Comment (Please limit comments to 3 minutes)

3. Consent Agenda

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All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

A. Meeting minutes from April 2017

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B. March 2017 Disbursements / Fund Transfers

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Action Requested: Adoption of the Consent Agenda by motion

4. Board Announcements

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

- 1) Update from the Port Orchard Homelessness committee
- 2) Update from the Poulsbo Housing Group
- 3) Update from the Homelessness Coordinating Council

(Vice Chair Putaansuu)
(Commissioner Erickson)
(Commissioner Garrido)

5. Committee Reports

A. Work study meeting

(Chair Wolfe)

6. Action Items

A. Consideration of a motion to approve Resolution 2017-08 authorizing write-off of uncollectible partner loans. (Dean Nail)

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B. Consideration of a motion to approve Resolution 2017-09 authorizing write-off of uncollectible borrower loans. (Dean Nail)

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7. Budget review (Wendy Dutenhoeffer)

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8. Executive Session to consider two Real Estate Issue per RCW 42.30.110 (1)(b) and (c); Action is anticipated on both items. (Stuart Grogan)

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9. Adjourn

**AGENCY REPORT
AND SUPPORTING INFORMATION**

MAY 2, 2017

To: Housing Kitsap Board of Commissioners

From: Stuart Grogan, Executive Director
Wendy Dutenhoeffer, CFO and Deputy Director
Mike Brown, Project Manager of Affordable Housing Development
Dean Nail, Director, Self Help Program
Tara Owensby, Administrative Support Assistant
Holly Paterson, Director, Real Estate Management and Housing Programs
Kim Seibold, Assistant Finance Director

Re: **Agency Report for May 2, 2017, Board Meeting**

- 1. Call to Order**
- 2. Public Comment** (Please limit comments to 3 minutes)
- 3. Consent Agenda**
 - A. Meeting minutes from April 2017
 - B. March 2017 Disbursements / Fund Transfers

Action Requested: Approval of consent agenda items

Board of Commissioners

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**HOUSING KITSAP BOARD OF COMMISSIONERS
APRIL 4, 2017
MINUTES**

Board in Attendance: Kitsap County Commissioner Ed Wolfe (Chair), Mayor of City of Port Orchard Rob Putaansuu (Vice Chair), Kitsap County Commissioner Charlotte Garrido, Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Robert Gelder, Resident Commissioner Danielle Murphy, City of Bainbridge Island Council Member Val Tollefson.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Project Manager of Affordable Housing Mike Brown, Administrative Support Assistant Tara Owensby, REMHP Director Holly Paterson.

Absent: Single Family Director Dean Nail, Assistant Director of Finance Kim Seibold.

Guests: Tad Scooter, Kitsap Sun Reporter

1. Called to Order

Chair Wolfe called the meeting to order at 3:16 PM.

2. Public Comment

No public comment.

3. Consent Agenda

Vice Chair Putaansuu moved to approve the Consent Agenda. Commissioner Garrido seconded. Motion carried unanimously.

4. Board Announcements

Vice Chair Putaansuu reported that the Port Orchard Homelessness committee recently met and now have three sub committees. He said that one committee is providing showers at a church in Port Orchard. The showers have been suspended do to the lack of interest but will offer them again in the summer. The church is providing roughly 50 warm meals per week. The severe weather shelter was open for 18 nights. They have raised \$4500.00 for hotel vouchers for first responders to use as needed.

Commissioner Erickson reported that the Poulsbo Housing Group's social services kick off meeting is scheduled for Wednesday, April 5, 2017 and will provide various social services throughout Poulsbo; they have mental health services throughout Kitsap County and have helped over 300 people year to date.

Commissioner Garrido reported that the Homeless Coordinating Council is looking into how to create tiny homes in Kitsap County. She said that they have met with other communities and are researching the data, regulations, and funding.

5. Committee Reports

A. Work Study meeting

No questions or comments.

6. Action Items

A. Consideration of a motion to authorize additional resources to continue the review and planning for the Olhava project.

Stuart requested to remove this request to allow staff more time to work on the action item and informed the Board the item would be presented in the future.

B. Consideration of a motion to approve proposed amendments to the County Loan Agreement.

Stuart reviewed the proposed language for amending the County Loan Agreement (CLA). He voiced concern that it does not reflect or identify what happens if there are any excess funds, beyond moving expenses. After discussion, all in attendance agreed and decided that the statement in the proposed agreement, Item 2., Subsection 2.5.2.a Loan A: The NDGC payments, item 4, "Sale proceeds may not be used for operational expenses." and Item 3., Subsection 2.5.2b Sale of Collateral, Item 1, which reads in part, "...HK may use one-half of the proceeds from the sale of each property solely for development directly benefiting housing in Kitsap County. Said proceeds shall not be used to fund HK operations..." is sufficient. It is understood that if there are any excess funds from the sale of NDGC space, they are not to be used for operations but available for development, and sale of other Collateral one-half of proceeds are used for development.

Action: Commissioner Erickson moved to approve the second amendment to the amended county loan and repayment agreement between Kitsap County and Kitsap County Consolidated Housing Authority dba Housing Kitsap and authorize the Executive Director and the Vice Chair of the Housing Kitsap Board of Commissioners to sign documents. Commissioner Tollefson seconded. Motion carried unanimously.

7. Executive Session

Chair Wolfe adjourned the meeting into Executive Session to consider a real estate issue (RCW 42.30.110 (1)(c)) at 3:33 pm stating it would take no longer than roughly 20 minutes. At approximately 3:53 pm, Chair Wolfe adjourned the Executive Session with no further comment. No action was taken.

8. Adjourn

With no further business, Chair Wolfe adjourned the meeting at approximately 3:54 pm.

ATTEST:

ATTEST:

STUART GROGAN
Executive Director

TARA OWENSBY
Administrative Support Assistant

Date Approved

Board of Commissioners

Chair Ed Wolfe
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To: Housing Kitsap Board of Commissioners
 From: Stuart Grogan, Executive Director/CEO
 Subject: Approval of MARCH 2017 Disbursements and/or Fund Transfers
 Date: May 2, 2017

1. General Fund	CK#118933 Thru #118990	
	CK#119042 Thru #119252 + ACH Debits	\$601,843.92
2. Section 8 Fund	Check#23308 +ACH Debit	\$209,481.44
3. Self-Help Family A/P	Check#16536 Thru #16606	\$268,664.68
4. Red Barn	Check#102746 Thru #102764	\$39,226.79
5. Dye's Inlet	Check#804573Thru #804587	\$6,348.86
6. Liberty Bay	Check#904853 Thru #904868	\$8,346.33
7. Heritage Apts	Check#102444Thru #102479	\$79,885.38
8. Viewmont East Apts	Check#103262 Thru #103304	\$98,058.71
9. Railroad Ave	Check#2503 Thru 2519 + ACH Debits	\$8,394.61
10. Rural Dev. – Projects Fund	Check#3274 Thru #3320 + ACH Debits	\$127,489.76
11. Kitsap Apts – 2006 LP	Check#14839 Thru #14898	\$99,189.27
12. SH CF Shop Fund	Check#22	\$2,385.99
13. SH Restricted Shop Fund *	ACH Debit	\$244,152.15
14. SH TA Grant Fund *	Transfer	\$206,394.56
15. PH-Rental Account*	Transfer	\$60,000.00
16. Project Rental Receipts*	Transfer	\$120,000.00
17. USDA Rep Reserve-WF	ACH Debit	\$40.00

*No Attachment

MARCH/2017 Summary: Disbursements \$ 1,775,597.49 + Transfers \$404,304.96 = \$ 2,179,902.45

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

 Stuart Grogan, CEO/Auditing Officer

 Date

 Ed Wolfe, Board Chair

 Date

DATE	CHECK #	PAID TO	AMOUNT
3/1/2017	ACH DEBIT	ACH DR- COLUMBIA BANK	\$234.88
3/1/2017	ACH DEBIT	ACH DR- BOA 19th Hole Loan PMT	\$1,207.93
3/1/2017	ACH DEBIT	ACH DR- COLUMBIA BANK	\$2,114.19
3/2/2017	ACH DEBIT	ACH DR- WAGE GARNISHMENT	\$695.12
3/2/2017	ACH DEBIT	ACH DR- IRS TAX DEPOSIT	\$27,011.44
3/2/2017	ACH DEBIT	ACH DR- KITSAP BANK HSA	\$962.00
3/6/2017	118933	ADP, LLC	\$524.00
3/6/2017	118934	ADVANTAGE WASTE CONSULTING SVCS LLC	\$1,488.95
3/6/2017	118935	AFFORDABLE HOUSING MANAGEMENT ASSOC.	\$566.70
3/6/2017	118936	AMERICAN REPORTING COMPANY	\$330.00
3/6/2017	118937	SH - ARROW LUMBER AND HARDWARE	\$16.06
3/6/2017	118938	BREM AIR DISPOSAL, INC.-Commercial accts	\$2,460.60
3/6/2017	118939	BREMERTON GOVERNMENT CENTER ASSOCIATION	\$11,549.17
3/6/2017	118940	BROWN, MIKE	\$161.57
3/6/2017	118941	CDW GOVERNMENT, INC.	\$1,255.80
3/6/2017	118942	DS WATERS OF AMERICA, INC-CRYSTAL SPRINGS.	\$83.20
3/6/2017	118943	FED EX	\$5.86
3/6/2017	118944	FRONTIER TITLE AND ESCROW CO. INC.	\$175.00
3/6/2017	118945	GOLDEN TIDES II - REPLACEMENT RESERVE ACCT	\$1,125.00
3/6/2017	118946	HEARTLAND TOYOTA SCION	\$282.94
3/6/2017	118947	IRON MOUNTAIN	\$376.47
3/6/2017	118948	JAMES LUMBER & ACE HARDWARE	\$18.14
3/6/2017	118949	JET HEATING AND COOLING	\$1,024.00
3/6/2017	118950	KINGSTON LUMBER SUPPLY, INC.	\$100.99
3/6/2017	118951	KITSAP BANK-VISA-STUART GROGAN	\$561.06
3/6/2017	118952	KITSAP BANK-VISA-W. DUTENHOEFFER	\$821.12
3/6/2017	118953	KITSAP BANK-VISA-H. PATERSON	\$226.38
3/6/2017	118954	LAND TITLE of KITSAP COUNTY	\$200.00
3/6/2017	118955	LIFEMAP ASSURANCE COMPANY	\$5,634.24
3/6/2017	118956	LINDSEY SOFTWARE SYSTEMS, INC.	\$455.00
3/6/2017	118957	550 MADISON APTS. REPLACEMENT RESERVE ACCT.	\$325.00
3/6/2017	118958	MADRONA MANOR REPLACEMENT RESERVE	\$1,000.00
3/6/2017	118959	NORTHWEST TERMITE & PEST CONTROL	\$60.00
3/6/2017	118960	NORTHERN EQUIPMENT RENTAL LLC	\$144.00
3/6/2017	118961	NW COMMNET LLC	\$925.00
3/6/2017	118962	ORCHARD BLUFF M.H.P.-REPLACEMENT RESERVE ACCT.	\$167.00
3/6/2017	118963	PACIFIC NORTHWEST TITLE	\$80.00
3/6/2017	118964	PACIFIC WELDING SUPPLIES LLC	\$22.00
3/6/2017	118965	PACIFIC OFFICE AUTOMATION INC.	\$371.00
3/6/2017	118966	PACIFIC SOURCE ADMINISTRATORS	\$85.00
3/6/2017	118967	PETTY CASH-KCCHA OFFICE	\$10.21

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	118968	POULSBO CITY OF	\$1,312.44
3/6/2017	118969	PURDY, KRISTIN	\$8.56
3/6/2017	118970	REARDON, LENA	\$82.98
3/6/2017	118971	REGENCE BLUESHIELD	\$39,663.10
3/6/2017	118972	RODDA PAINT COMPANY	\$127.36
3/6/2017	118973	SEITEL SYSTEMS, LLC	\$112.50
3/6/2017	118974	SKILLPATH SEMINARS	\$312.95
3/6/2017	118975	STAPLES	\$168.92
3/6/2017	118976	TEMPLETON HORTON WEIBEL PLLC	\$90.00
3/6/2017	118977	U S BANK	\$12,886.55
3/6/2017	118978	U. S. BANK	\$2,145.83
3/6/2017	118979	VISION SERVICE PLAN	\$784.20
3/6/2017	118980	WALLYS WAX WORKS JANITORIAL CORP.	\$595.00
3/6/2017	118981	WASHINGTON STATE AUDITOR'S OFF	\$25,024.14
3/6/2017	118982	WAVE	\$204.38
3/6/2017	118983	WESTBAY AUTO PARTS, INC	\$6.49
3/6/2017	118984	WEST SOUND WORKFORCE, INC.	\$3,959.28
3/6/2017	118985	WEST SOUND UTILITY DISTRICT	\$7,971.46
3/6/2017	118986	XEROX CORPORATION	\$259.28
3/6/2017	118987	OFFICE DEPOT-ACCT. 67444053	\$140.31
3/6/2017	118988	KITSAP COUNTY PROSECUTING ATTORNEY'S OFFICE	\$1,116.00
3/6/2017	118989	KITSAP COUNTY PUBLIC WORKS Dump Fees	\$53.25
3/6/2017	118990	HOME DEPOT CREDIT SVCS- 4595	\$2,214.16
3/7/2017	ACH DEBIT	ACH DR- GTII BOA LOAN PAYMENT	\$1,352.04
3/8/2017	ACH DEBIT	ACH DR- 2/17 KB ANALYSIS FEE	\$788.54
3/13/2017	119042	AAA ELECTRIC LLC	\$140.00
3/13/2017	119043	ADP, LLC	\$581.75
3/13/2017	119044	ASH CONSTRUCTION, LLC	\$550.00
3/13/2017	119045	BAINBRIDGE DISPOSAL, INC.	\$271.97
3/13/2017	119046	CENTURYLINK	\$682.77
3/13/2017	119047	CINTAS FIRE 636525	\$35.00
3/13/2017	119048	DS WATERS OF AMERICA, INC-CRYSTAL SPRINGS.	\$93.31
3/13/2017	119049	FLEET SERVICES	\$1,431.28
3/13/2017	119050	JIFFY LUBE/AFMS	\$45.43
3/13/2017	119051	KITSAP COUNTY PUBLIC WORKS-Sewer billings	\$6,431.22
3/13/2017	119052	KITSAP PUBLIC UTILITY DISTRICT	\$50.41
3/13/2017	119053	LEMAY MOBILE SHREDDING	\$5.92
3/13/2017	119054	LOWES HIW, INC.	\$148.79
3/13/2017	119055	NORTH PERRY AVENUE WATER DISTRICT	\$1,256.22
3/13/2017	119056	SH-OLYMPIC SPRINGS INC.	\$47.45
3/13/2017	119057	ORWACA AGENCY INSURANCE SERVICES, INC.	\$225.00
3/13/2017	119058	PACIFIC OFFICE AUTOMATION	\$93.88

DATE	CHECK #	PAID TO	AMOUNT
3/13/2017	119059	PACIFIC SOURCE ADMINISTRATORS	\$763.16
3/13/2017	119060	PORT ORCHARD, CITY OF	\$2,884.00
3/13/2017	119061	PUGET SOUND ENERGY	\$3,988.42
3/13/2017	119062	SERVPRO OF KITSAP COUNTY	\$1,510.53
3/13/2017	119063	VERIZON WIRELESS	\$1,624.72
3/13/2017	119064	WALLY'S WAX WORKS JANITORIAL CORP.	\$105.00
3/13/2017	119065	WAPRO - WA ASSOC OF PUBLIC RECORDS OFFICERS	\$25.00
3/13/2017	119066	WAVE	\$215.70
3/13/2017	119067	WESTBAY AUTO PARTS, INC	\$20.96
3/13/2017	119068	COFFEE NEWS KITSAP	\$600.00
3/13/2017	119069	SH - ARROW LUMBER AND HARDWARE	\$33.18
3/13/2017	119070	HOME DEPOT SUPPLY - ACCT.#104436	\$11,938.04
3/13/2017	119071	KINGSTON LUMBER SUPPLY, INC.	\$47.98
3/13/2017	119072	MOCO, INC.	\$246.00
3/13/2017	119073	NORTHWEST TERMITE & PEST CONTROL	\$120.00
3/13/2017	119074	OFFICE DEPOT-ACCT. 67444053	\$289.74
3/13/2017	119075	XEROX CORPORATION	\$238.23
3/14/2017	ACH DEBIT	ACH DR- WA DRS PAYMENT	\$37,066.17
3/15/2017	ACH DEBIT	ACH DR- VOYA DEF COMP PAYMENT	\$14,732.58
3/16/2017	ACH DEBIT	ACH DR- MID-MONTH PAYROLL DRAW	\$42,990.00
3/20/2017	119076	ASSOCIATION OF WASHINGTON CITIES	\$2,788.85
3/20/2017	119077	BREMERTON CITY OF-Utility Billing	\$93.69
3/20/2017	119078	BREMERTON GOVERNMENT CENTER ASSOCIATION	\$154.00
3/20/2017	119079	BURT, SHERYL - ESTATE OF	\$200.00
3/20/2017	119080	CASCADE NATURAL GAS CORP.	\$551.94
3/20/2017	119081	CDW GOVERNMENT, INC.	\$776.46
3/20/2017	119082	DEVERY, GLORIA J.	\$55.75
3/20/2017	119083	FED EX	\$5.86
3/20/2017	119084	HOME DEPOT SUPPLY - ACCT.#104436	\$101.97
3/20/2017	119085	SH - HOME DEPOT - STORE	\$1,070.29
3/20/2017	119086	JDFENWICK LANDSCAPING	\$2,125.00
3/20/2017	119087	JEFFERSON TITLE COMPANY	\$160.00
3/20/2017	119088	KITSAP CO. DEPT. OF INFORMATION SERVICES	\$2,039.49
3/20/2017	119089	KITSAP COUNTY PUBLIC WORKS Dump Fees	\$242.82
3/20/2017	119090	LINARES, FREDDY	\$77.02
3/20/2017	119091	550 MADISON APTS-PETTY CASH FUND	\$64.29
3/20/2017	119092	NOLDAN, LEAH	\$74.97
3/20/2017	119093	OFFICE DEPOT-ACCT. 67444053	\$119.22
3/20/2017	119094	PERKEREWICZ, RONALD E.	\$875.00
3/20/2017	119095	PUGET SOUND ENERGY	\$445.99
3/20/2017	119096	SMITH, PATSY	\$41.36
3/20/2017	119097	SOUND PUBLISHING, INC.	\$83.75

DATE	CHECK #	PAID TO	AMOUNT
3/20/2017	119098	TELLEZ, MARTIN	\$236.67
3/20/2017	119099	THE SUPPLY GUY, INC.	\$322.18
3/20/2017	119100	WEST SOUND WORKFORCE, INC.	\$4,030.74
3/20/2017	119101	PUGET SOUND ENERGY	\$1,276.00
3/21/2017	ACH DEBIT	ONLNE TRSF- REIMB FOR RHODODEN	\$16,712.00
3/27/2017	119102	ADP, LLC	\$450.65
3/27/2017	119103	ALVAREZ, JULIA	\$100.00
3/27/2017	119104	AMERICAN FLOORS & BLINDS	\$759.00
3/27/2017	119105	ANDERSEN, SUSANNA	\$32.74
3/27/2017	119106	ASH CONSTRUCTION, LLC	\$550.00
3/27/2017	119107	CENTURYLINK	\$91.34
3/27/2017	119108	FED EX	\$5.89
3/27/2017	119109	FIDELITY NATIONAL TITLE	\$211.00
3/27/2017	119110	FOSTER PEPPER PLLC	\$3,899.50
3/27/2017	119111	GOLDEN TIDES 2/3 & LIB.BAY-PETTY CASH	\$104.79
3/27/2017	119112	HENDRICKS, DANA	\$200.00
3/27/2017	119113	HOME DEPOT CREDIT SVCS- 4595	\$3,129.49
3/27/2017	119114	IRON MOUNTAIN	\$372.37
3/27/2017	119115	JOHNSON, GRETA	\$500.00
3/27/2017	119116	KCCHA S-H FAMILY ACCTS PAYABLE	\$5,312.05
3/27/2017	119117	KITSAP P.U.D.#1	\$43,875.00
3/27/2017	119118	KITSAP BANK-HSA ACCOUNT	\$18,166.67
3/27/2017	119119	KITSAP BUILDING ASSOCIATION	\$60.00
3/27/2017	119120	LAND TITLE of KITSAP COUNTY	\$200.00
3/27/2017	119121	MADRONA MANOR PETTY CASH	\$93.29
3/27/2017	119122	MAULE, TIMOTHY	\$591.30
3/27/2017	119123	NORTHWEST TERMITE & PEST CONTROL	\$60.00
3/27/2017	119124	PACIFIC WELDING SUPPLIES LLC	\$23.00
3/27/2017	119125	PACIFIC OFFICE AUTOMATION INC.	\$371.00
3/27/2017	119126	SILVERDALE PLUMBING & HEATING INC.	\$1,344.04
3/27/2017	119127	SMITH, PATSY	\$61.95
3/27/2017	119128	STERICYCLE COMMUNICATION SOLUTIONS	\$259.38
3/27/2017	119129	TELLEZ, MARTIN	\$43.76
3/27/2017	119130	WEST SOUND WORKFORCE, INC.	\$4,346.89
3/27/2017	119131	KITSAP COUNTY PROSECUTING ATTORNEY'S OFFICE	\$552.00
3/28/2017	ACH DEBIT	WIRE TRSF- SPOKANE REIMB BAL	\$8,470.69
3/31/2017	119132	OWENSBY, John G.	\$3,045.10
3/31/2017	119133	NAIL, Dean	\$4,235.64
3/31/2017	119134	WARREN, William H.	\$1,836.03
3/31/2017	119135	MCHENRY, Linda J.	\$1,800.38
3/31/2017	119136	DEVERY, Gloria J.	\$1,896.09
3/31/2017	119137	OWENSBY, Tara M.	\$1,421.18

DATE	CHECK #	PAID TO	AMOUNT
3/31/2017	119138	STUART, Patricia E.	\$1,593.99
3/31/2017	119139	BONSELL, Catherine A.	\$1,644.92
3/31/2017	119140	CHADWICK, Elaine	\$1,788.85
3/31/2017	119141	GUSEMAN, Joseph D.	\$4,128.89
3/31/2017	119142	CELES, Victoria D.	\$1,476.08
3/31/2017	119143	KLEMP, Joel G.	\$2,310.32
3/31/2017	119144	HASTINGS, Megan L.	\$2,216.55
3/31/2017	119145	REYNOLDS, Maribina A.	\$2,174.12
3/31/2017	119146	FERNANDEZ, Rocky B.	\$2,271.77
3/31/2017	119147	DANIELS, Teresa E.	\$2,138.82
3/31/2017	119148	TELLEZ, Martin D.	\$1,111.74
3/31/2017	119149	BOWMAN, Judith M.	\$707.15
3/31/2017	119150	TORRES, Manuel R.	\$525.64
3/31/2017	119151	SCOTT, Sonia S.	\$1,461.30
3/31/2017	119152	LEMIEUX, Ann L.	\$1,193.52
3/31/2017	119153	Di Vitto, Jennifer R.	\$2,490.09
3/31/2017	119154	HITSMAN, BRIAN	\$2,535.79
3/31/2017	119155	JOHNSON, Eden	\$2,901.89
3/31/2017	119156	GOLBECK, Bernard	\$4,634.02
3/31/2017	119157	Smith, Patsy	\$2,636.90
3/31/2017	119158	HOLSCHER, STEVEN	\$1,014.81
3/31/2017	119159	PATERSON, Holly	\$6,164.67
3/31/2017	119160	Lachica, Mauro	\$3,909.76
3/31/2017	119161	PORTER, Michael	\$2,509.37
3/31/2017	119162	GROGAN, STUART	\$9,333.31
3/31/2017	119163	Hart, Nathaniel A.	\$2,110.60
3/31/2017	119164	SHERMAN, LOIS M.	\$1,289.28
3/31/2017	119165	Purdy, Kristen	\$1,753.70
3/31/2017	119166	Uber, Robert	\$1,598.55
3/31/2017	119167	Linares, Jose "Freddy"	\$1,656.83
3/31/2017	119168	Dutenhoeffer, Wendy	\$3,805.61
3/31/2017	119169	Schmitz, Carli	\$2,802.18
3/31/2017	119170	Haffie, Matthew	\$2,261.64
3/31/2017	119230	BROCKER, Troy	\$2,752.98
3/31/2017	119231	SEIBOLD, Kimberly K.	\$4,846.51
3/31/2017	119232	NOLDAN, Leah M.	\$2,841.41
3/31/2017	119233	SMITH, Matthew	\$1,044.10
3/31/2017	119234	Smith, Patsy	\$1,698.05
3/31/2017	119235	Hermosura, Ricardo	\$1,501.46
3/31/2017	119236	Fantini, John	\$1,093.90
3/31/2017	119237	Daley, Levi	\$257.99
3/31/2017	119238	KAMPHAUS, Tammy	\$1,618.79

DATE	CHECK #	PAID TO	AMOUNT
3/31/2017	119239	Moen, Candace	\$1,183.09
3/31/2017	119240	Deyo, Raymond	\$2,464.39
3/31/2017	119241	Brown, Michael	\$4,561.18
3/31/2017	119242	Daley, Laura	\$1,580.78
3/31/2017	119243	Fritz, Kathleen	\$1,028.64
3/31/2017	119244	Combs, Julie	\$1,373.94
3/31/2017	119245	Reardon, Lena	\$1,233.37
3/31/2017	119246	Cole, Jeffrey	\$2,065.89
3/31/2017	119247	Alvarez, Julia	\$2,373.95
3/31/2017	119248	O'Donnell, Jacque	\$1,824.39
3/31/2017	119249	Barber, Juliette	\$2,330.77
3/31/2017	119250	Marvelle, Lahmeyer	\$822.94
3/31/2017	119251	Delorme, Michelle	\$2,034.60
3/31/2017	119252	Greenhagen, Quinton	\$2,452.71
3/31/2017	ACH DEBIT	ACH DR- WAGE GARNISHMENT	\$695.12
3/31/2017	ACH DEBIT	ACH DR- IRS TAX DEPOSIT	\$32,084.24
3/31/2017	ACH DEBIT	ACH DR- KITSAP BANK HSA	\$962.00
TOTAL			\$601,843.92

DATE	CHECK #	PAID TO	AMOUNT
3/7/2017	23308	BREMERTON HOUSING AUTHORITY	\$209,393.40
3/15/2017	ACH DEBIT	ACH DR- BANK ACCT ANALYSIS FEE	\$88.04
TOTAL			\$209,481.44

DATE	CHECK #	PAID TO	AMOUNT
3/8/2017	16536	ARROW LUMBER & HARDWARE	\$1,160.79
3/8/2017	16537	ASH CONSTRUCTION LLC	\$7,857.92
3/8/2017	16538	B&B LANDSCAPE DESIGN	\$92.40
3/8/2017	16539	BRUNDAGE BONE CONCRETE PUMPING	\$2,022.90
3/8/2017	16540	BUMBERSHOOT HOME & PEST INSPECTIONS INC.	\$125.00
3/8/2017	16541	CALPORTLAND CO.	\$4,606.91
3/8/2017	16542	KITSAP SPORTS SHOP INC., DBA DS SALES ASSOCIATES	\$922.56
3/8/2017	16543	FERGUSON ENTERPRISES INC	\$1,346.56
3/8/2017	16544	FINAL VISION INC.	\$776.00
3/8/2017	16545	HOME DEPOT #-1766	\$644.87
3/8/2017	16546	ELENA HURTT	\$1,200.00
3/8/2017	16547	INSULATION NORTHWEST	\$9,618.87
3/8/2017	16548	JAMES LUMBER/ ACCT # 27840	\$13.41
3/8/2017	16549	KINGSTON LUMBER	\$39,619.87
3/8/2017	16550	KITSAP COUNTY PUBLIC WORKS	\$68.87
3/8/2017	16551	LOWE'S HIW, INC.	\$837.11
3/8/2017	16552	LUMBERMENS / PROBUILD	\$1,618.57
3/8/2017	16553	MADRONA HOMES LLC	\$10,103.68
3/8/2017	16554	NICHOLE MURPHY	\$72.49
3/8/2017	16555	IRON VISION GROUP dba NILSENS APPLIANCE	\$8,673.98
3/8/2017	16556	NORTHWEST DOOR LLC	\$3,920.05
3/8/2017	16557	PORT ORCHARD ELECTRIC LLC	\$16,497.53
3/8/2017	16558	P U D NO. 1 OF KITSAP COUNTY	\$73.94
3/8/2017	16559	PUGET SOUND ENERGY	\$151.76
3/8/2017	16560	RANDY KAN	\$292.50
3/8/2017	16561	RIZ CONCRETE INC.	\$7,065.50
3/8/2017	16562	ROCK SOLID, INC.	\$26,182.57
3/8/2017	16563	RODDA PAINT COMPANY INC.	\$696.13
3/8/2017	16564	MARGARET RODRIGUEZ	\$0.41
3/8/2017	16565	ROYAL BUILDERS LLC	\$14,636.44
3/8/2017	16566	ROOF TRUSS SUPPLY, INC.	\$15,960.00
3/8/2017	16567	SEATTLE LIGHTING	\$943.44
3/8/2017	16568	SERVPRO OF KITSAP COUNTY #9623	\$1,510.53
3/8/2017	16569	SILVERDALE PLUMB & HEAT, INC.	\$11,075.22
3/8/2017	16570	VALLEY SUPPLY CO.	\$2,479.59
3/8/2017	16571	TIFFANY YEADON	\$17.46
3/14/2017	16572	KITSAP COUNTY PUBLIC WORKS	\$132.99
3/14/2017	16573	PUGET SOUND ENERGY	\$589.34
3/14/2017	16574	JASON IRVINE	\$70.00
3/14/2017	16575	TIFFANY YEADON	\$225.00
3/14/2017	16576	SEAN WRIGHT	\$1,470.00

DATE	CHECK #	PAID TO	AMOUNT
3/17/2017	16577	PUGET SOUND ENERGY	\$3,065.63
3/17/2017	16578	SANERIVE FUIAVA	\$200.00
3/17/2017	16579	CHARLES & HOLLIE MITCHELL	\$524.84
3/17/2017	16580	GARNET OCTAVIA FINISTER	\$347.29
3/17/2017	16581	CODY WELLS & CATHERINE JENSON	\$318.33
3/17/2017	16582	MARIKA BERENSON	\$396.00
3/17/2017	16583	ELENA HURTT	\$472.00
3/17/2017	16584	TIFFANY YEADON	\$376.00
3/24/2017	16585	PUGET SOUND ENERGY	\$880.44
3/24/2017	16586	FARMERS INSURANCE	\$835.12
3/24/2017	16587	DMA INSURANCE	\$565.51
3/31/2017	16588	USDA RURAL DEVELOPMENT- OLYMPIA	\$7,544.92
3/31/2017	16589	USDA RURAL DEVELOPMENT- OLYMPIA	\$8,128.59
3/31/2017	16590	USDA RURAL DEVELOPMENT- OLYMPIA	\$1,375.27
3/31/2017	16591	USDA RURAL DEVELOPMENT- OLYMPIA	\$4,653.76
3/31/2017	16592	USDA RURAL DEVELOPMENT- OLYMPIA	\$7,586.33
3/31/2017	16593	USDA RURAL DEVELOPMENT- OLYMPIA	\$2,241.41
3/31/2017	16594	USDA RURAL DEVELOPMENT- OLYMPIA	\$2,978.00
3/31/2017	16595	USDA RURAL DEVELOPMENT- OLYMPIA	\$4,588.54
3/31/2017	16596	USDA RURAL DEVELOPMENT- OLYMPIA	\$1,297.57
3/31/2017	16597	USDA RURAL DEVELOPMENT- OLYMPIA	\$2,760.87
3/31/2017	16598	USDA RURAL DEVELOPMENT- OLYMPIA	\$479.01
3/31/2017	16599	USDA RURAL DEVELOPMENT- OLYMPIA	\$3,282.32
3/31/2017	16600	USDA RURAL DEVELOPMENT- OLYMPIA	\$1,978.73
3/31/2017	16601	USDA RURAL DEVELOPMENT- OLYMPIA	\$4,144.17
3/31/2017	16602	USDA RURAL DEVELOPMENT- OLYMPIA	\$2,890.87
3/31/2017	16603	USDA RURAL DEVELOPMENT- OLYMPIA	\$393.68
3/31/2017	16604	USDA RURAL DEVELOPMENT- OLYMPIA	\$5,299.94
3/31/2017	16605	USDA RURAL DEVELOPMENT- OLYMPIA	\$1,214.33
3/31/2017	16606	USDA RURAL DEVELOPMENT- OLYMPIA	\$2,472.05
TOTAL			\$268,664.68

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	102746	BREM-AIR DISPOSAL	\$261.32
3/6/2017	102747	PORT ORCHARD CITY OF - Utilities Payment	\$8,234.50
3/6/2017	102748	PUGET SOUND ENERGY	\$4,044.31
3/6/2017	102749	QUORUS COMMERCIAL	\$5,492.40
3/6/2017	102750	RED BARN REPLACEMENT RESERVE	\$1,027.97
3/6/2017	102751	U.S. BANK	\$183.66
3/6/2017	102752	WALLY'S WAX WORKS JANITORIAL CORP.	\$240.00
3/13/2017	102753	AIR MASTERS INC.	\$742.37
3/13/2017	102754	HOME DEPOT SUPPLY - #3320024	\$246.43
3/13/2017	102755	LOWE'S HOME CENTERS, INC #5222	\$50.55
3/13/2017	102756	SCOTT MCLENDON'S HARDWARE	\$55.37
3/13/2017	102757	WAVE BROADBAND	\$220.55
3/20/2017	102758	KCCHA GENERAL FUND	\$2,482.50
3/20/2017	102759	WASH. STATE DEPT. OF COMMERCE	\$8,021.46
3/20/2017	102760	XEROX CORPORATION	\$29.00
3/27/2017	102761	PORT ORCHARD VISTA PETTY CASH FUND	\$23.49
3/27/2017	102762	HOME DEPOT SUPPLY - #3320024	\$302.73
3/27/2017	102763	WATSON & MCDONELL, PLLC	\$5,800.00
3/27/2017	102764	KCCHA GENERAL FUND	\$1,768.18
TOTAL			\$39,226.79

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	804573	AMERICAN FLOORS & BLINDS	\$361.97
3/6/2017	804574	DYE'S INLET REPLACEMENT RESERVE	\$464.64
3/6/2017	804575	WALLYS WAX WORKS JANITORIAL CO.	\$120.00
3/6/2017	804576	HOME DEPOT CREDIT SERVICES	\$530.41
3/13/2017	804577	HOME DEPOT SUPPLY-#3320024	\$155.83
3/13/2017	804578	KITSAP COUNTY PUBLIC WORKS	\$1,004.40
3/13/2017	804579	PUGET SOUND ENERGY	\$211.72
3/13/2017	804580	SAV-N-ROOTER PLUMBING SERVICE	\$127.06
3/13/2017	804581	WESTBAY AUTO PARTS	\$4.34
3/20/2017	804582	HOME DEPOT SUPPLY-#3320024	\$608.40
3/20/2017	804583	KCCHA GENERAL FUND	\$1,940.01
3/27/2017	804584	CENTURYLINK	\$59.19
3/27/2017	804585	HOME DEPOT CREDIT SERVICES	\$170.57
3/27/2017	804586	PUGET SOUND ENERGY	\$44.22
3/27/2017	804587	KCCHA GENERAL FUND	\$546.10
TOTAL			\$6,348.86

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	904853	BREM-AIR DISPOSAL, INC	\$307.92
3/6/2017	904854	KCCHA GENERAL FUND	\$1,947.46
3/6/2017	904855	LIBERTY BAY PROPERTY RESERVE ACCT	\$605.12
3/6/2017	904856	NORTHWEST TERMITE & PEST CONTROL	\$125.00
3/6/2017	904857	WALLY'S WAX WORKS JANITORIAL CO.	\$435.00
3/6/2017	904858	WEST SOUND UTILITY DISTRICT	\$757.50
3/13/2017	904859	CENTURYLINK	\$181.40
3/13/2017	904860	LOWE'S HIW, INC	\$182.28
3/13/2017	904861	NORTH PERRY AVENUE WATER DISTRICT	\$449.20
3/13/2017	904862	PREMIER RENTALS LLC	\$42.00
3/13/2017	904863	PUGET SOUND ENERGY	\$1,705.45
3/13/2017	904864	SCOTT MCLENDON'S HARDWARE	\$5.97
3/13/2017	904865	WAVE	\$136.55
3/20/2017	904866	KCCHA GENERAL FUND	\$1,293.47
3/27/2017	904867	CENTURYLINK	\$47.01
3/27/2017	904868	NORTHWEST TERMITE & PEST CONTROL	\$125.00
TOTAL			\$8,346.33

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	102444	BREM-AIR DISPOSAL	\$1,024.02
3/6/2017	102445	GREENSHIELD HOME & CARPET CARE, INC.	\$125.00
3/6/2017	102446	HERITAGE APTS-REPLACEMENT RESERVE	\$1,454.10
3/6/2017	102447	KCCHA GENERAL FUND	\$2,500.00
3/6/2017	102448	NORTHWEST TERMITE & PEST CONTROL	\$200.00
3/6/2017	102449	OFFICE DEPOT, INC. - 19356639	\$210.58
3/6/2017	102450	PORT ORCHARD, CITY OF	\$12,213.00
3/6/2017	102451	HOME DEPOT CREDIT SERVICE-4595	\$161.96
3/13/2017	102452	GREENSHIELD HOME & CARPET CARE, INC.	\$225.00
3/13/2017	102453	HANSON SIGN COMPANY INC.	\$879.00
3/13/2017	102454	HOME DEPOT SUPPLY-#104436	\$117.23
3/13/2017	102455	HOME DEPOT SUPPLY-#3320024	\$1,508.73
3/13/2017	102456	LOWES	\$340.96
3/13/2017	102457	MOCO, INC.	\$123.00
3/13/2017	102458	ORWACA AGENCY INSURANCE SERVICE, INC.	\$75.00
3/13/2017	102459	PUGET SOUND ENERGY	\$784.02
3/13/2017	102460	RODDA PAINT	\$101.88
3/14/2017	ACH DEBIT	WT- US BANK DEBT SVC PAYMENT	\$43,762.12
3/20/2017	102461	ABLEMAN, AMBER	\$47.00
3/20/2017	102462	BROADRICK, SANDRA	\$50.00
3/20/2017	102463	DICKEY, LAINEY	\$47.00
3/20/2017	102464	GRACE, STEFANIE	\$47.00
3/20/2017	102465	HARRIS, ANASTASIA	\$47.00
3/20/2017	102466	HEINZLE, MARGARET	\$48.00
3/20/2017	102467	KYES, KIMBERLY	\$47.00
3/20/2017	102468	MATTHEWS, BRANDON	\$13.00
3/20/2017	102469	OLAFSEN, ADRIENNE	\$47.00
3/20/2017	102470	CINTAS FIRE 636525	\$472.84
3/20/2017	102471	HOME DEPOT SUPPLY-#3320024	\$118.20
3/20/2017	102472	KCCHA GENERAL FUND	\$7,082.93
3/20/2017	102473	KEY COMMUNITY DEVELOPMENT CORPORATION	\$3,025.18
3/20/2017	102474	LEOS TOWING INC.	\$138.86
3/27/2017	102475	DELORME, MICHELLE	\$40.71
3/27/2017	102476	DEYO, RAYMOND	\$36.70
3/27/2017	102477	HOME DEPOT SUPPLY-#3320024	\$124.83
3/27/2017	102478	NORTHWEST TERMITE & PEST CONTROL	\$81.53
3/27/2017	102479	KCCHA GENERAL FUND	\$2,565.00
TOTAL			\$79,885.38

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	103262	AMERICAN FLOOR & BLINDS	\$1,654.64
3/6/2017	103263	BREM-AIR DISPOSAL	\$1,314.43
3/6/2017	103264	GREENSHIELD HOME & CARPET CARE, INC.	\$235.00
3/6/2017	103265	KCCHA GENERAL FUND	\$2,500.00
3/6/2017	103266	OFFICE DEPOT---ACCT.# 19356639	\$279.32
3/6/2017	103267	PUGET SOUND ENERGY	\$59.86
3/6/2017	103268	REARDON, LENA	\$113.16
3/6/2017	103269	SCOTT MCLENDON'S HARDWARE	\$370.10
3/6/2017	103270	VIEWMONT APTS-REPLACEMENT RESERVE	\$1,999.39
3/6/2017	103271	WALLY'S WAX WORKS JANITORIAL CO.	\$80.00
3/6/2017	103272	WEST SOUND UTILITY DISTRICT	\$7,416.27
3/6/2017	103273	WESTBAY AUTO PARTS, INC	\$71.67
3/13/2017	103274	AAA ELECTRIC LLC	\$152.18
3/13/2017	103275	HANSON SIGN COMPANY INC.	\$879.00
3/13/2017	103276	HOME DEPOT SUPPLY-#3320024	\$727.93
3/13/2017	103277	LOWE'S-ACCT. 9900-680522-2	\$334.74
3/13/2017	103278	PUGET SOUND ENERGY	\$1,015.78
3/13/2017	103279	SCOTT MCLENDON'S HARDWARE	\$359.92
3/14/2017	ACH DEBIT	WT- US BANK DEBT SVC PAYMENT	\$53,615.20
3/20/2017	103280	CARLOS, TERESA	\$20.00
3/20/2017	103281	HARMON, JOLEENE	\$12.00
3/20/2017	103282	HOWARD, MICHELLE	\$95.00
3/20/2017	103283	HUTCHISON, CONNIE	\$26.00
3/20/2017	103284	JOHNSON, MICHELLE	\$41.00
3/20/2017	103285	LOWRIE, SHAWNA	\$46.00
3/20/2017	103286	MANTANONA, SANDY	\$49.00
3/20/2017	103287	MUSIL, TESS	\$49.00
3/20/2017	103288	RITCHISON, BRADLEY	\$10.00
3/20/2017	103289	SANDERS, LATRINA	\$26.00
3/20/2017	103290	STEWART, AMANDA	\$96.00
3/20/2017	103291	WARREN, ASHLEY	\$96.00
3/20/2017	103292	AMERICAN FLOOR & BLINDS	\$1,730.73
3/20/2017	103293	CAULDER, HANNAH	\$327.00
3/20/2017	103294	HOME DEPOT SUPPLY-#3320024	\$389.42
3/20/2017	103295	KCCHA GENERAL FUND	\$8,132.51
3/20/2017	103296	KEY COMMUNITY DEVELOPMENT CORPORATION	\$3,025.18
3/20/2017	103297	MOCO, INC.	\$82.00
3/20/2017	103298	WAVE BROADBAND	\$128.51
3/20/2017	103299	SURFACE RENEW, INC.	\$641.30
3/20/2017	103300	XEROX CORPORATION	\$67.75
3/20/2017	TRANSFER	Transfer To: VME - REP RES	\$1,999.39
3/27/2017	103301	AK CONSTRUCTION	\$4,021.90

HOUSING KITSAP
VIEWMONT EAST APT'S
MARCH 2017

Attachment #8
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3/27/2017	103302	PUGET SOUND ENERGY	\$27.53
3/27/2017	103303	SCOTT MCLENDON'S HARDWARE	\$275.90
3/27/2017	103304	KCCHA GENERAL FUND	\$3,465.00
TOTAL			\$98,058.71

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	2503	AFFORDABLE HOUSING MANAGEMENT ASSOCIATION OF WASHIN	\$56.66
3/6/2017	2504	JAMES LUMBER & ACE HARDWARE	\$14.45
3/6/2017	2505	CITY OF POULSBO	\$916.05
3/6/2017	2506	RAILROAD AVE. REPLACEMENT RESERVE ACCT.	\$1,250.00
3/6/2017	2507	HOME DEPOT CREDIT SERVICES-4595	\$6.83
3/9/2017	ACH DEBIT	ACH DR- USDA RD LOAN PAYMENT	\$2,121.65
3/13/2017	2508	COMCAST	\$52.13
3/13/2017	2509	MCKINNEY, JANA	\$30.00
3/13/2017	2510	NORTHWEST TERMITE & PEST CONTROL	\$80.00
3/13/2017	2511	PUGET SOUND ENERGY	\$200.32
3/20/2017	2512	RHODELANDER, CASSI	\$7.00
3/20/2017	2513	STUART, JESSICA	\$43.00
3/20/2017	2514	KCCHA GENERAL FUND	\$2,168.26
3/22/2017	ACH DEBIT	DEBIT MEMO- FEB RES TRANSFER	\$1,250.00
3/27/2017	2515	MCKINNEY, JANA	\$15.00
3/27/2017	2516	NORTHWEST TERMITE & PEST CONTROL	\$80.00
3/27/2017	2517	OFFICE DEPOT-ACCT.#19356639	\$31.18
3/27/2017	2518	PETTY CASH - FJORD VISTA II	\$55.80
3/27/2017	2519	HOME DEPOT CREDIT SERVICES-4595	\$16.28
TOTAL			\$8,394.61

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	3274	AFFORDABLE HOUSING MANAGEMENT ASSOC.	\$226.64
3/6/2017	3275	ANCHOR SAVINGS BANK-WCRA for WINDSONG	\$6,162.66
3/6/2017	3276	COULTAS GENERAL CONTRACTING	\$46,564.85
3/6/2017	3277	JAMES LUMBER & ACE HARDWARE	\$42.72
3/6/2017	3278	KITSAP COUNTY PROSECUTING ATTORNEY'S OFFICE	\$1,680.00
3/6/2017	3279	OFFICE DEPOT-ACCT. 67444053	\$105.68
3/6/2017	3280	POULSBO CITY OF	\$4,002.06
3/6/2017	3281	PRO BUILD COMPANY LLC	\$29.75
3/6/2017	3282	USDA - RD REPLACEMENT RESERVE	\$4,356.00
3/6/2017	3283	GREENSHIELD HOME & CARPET CARE, INC.	\$130.00
3/6/2017	3284	HOME DEPOT CREDIT SVCS- 4595	\$1,965.05
3/9/2017	ACH DEBIT	ACH DR- USDA RD LOAN PAYMENT	\$2,926.45
3/9/2017	ACH DEBIT	ACH DR- USDA RD LOAN PAYMENT	\$2,076.37
3/9/2017	ACH DEBIT	ACH DR- USDA RD LOAN PAYMENT	\$2,183.01
3/13/2017	3285	PEARSON, MARIETTA (JEAN)	\$438.00
3/13/2017	3286	CENTURYLINK	\$38.23
3/13/2017	3287	CENTURYLINK	\$205.75
3/13/2017	3288	COMCAST	\$707.04
3/13/2017	3289	JAMES LUMBER & ACE HARDWARE	\$6.64
3/13/2017	3290	RELIABLE PARTS	\$4.70
3/13/2017	3291	HOME DEPOT SUPPLY - ACCT.#104436	\$600.53
3/13/2017	3292	MOCO, INC.	\$164.00
3/13/2017	3293	OFFICE DEPOT-ACCT. 67444053	\$191.20
3/13/2017	3294	PUGET SOUND ENERGY	\$2,800.94
3/13/2017	3295	AMERICAN FLOORS & BLINDS	\$656.04
3/13/2017	3296	BAINBRIDGE DISPOSAL, INC.	\$1,355.69
3/13/2017	3297	BAINBRIDGE ISLAND, CITY OF-Utility billing	\$10,371.92
3/13/2017	3298	CENTURYLINK	\$1.09
3/13/2017	3299	GREENSHIELD HOME & CARPET CARE, INC.	\$100.00
3/13/2017	3300	MCKINNEY, JANA	\$470.00
3/13/2017	3301	NORTHWEST TERMITE & PEST CONTROL	\$420.00
3/13/2017	3302	PRO BUILD COMPANY LLC	\$6.28
3/14/2017	ACH DEBIT	ACH DR- USDA RD LOAN PAYMENT	\$1,186.16
3/20/2017	3303	FINCH PLACE APTS-PETTY CASH FUND	\$19.77
3/20/2017	3304	HANSON SIGN COMPANY INC	\$2,637.00
3/20/2017	3305	HOME DEPOT SUPPLY - ACCT.#104436	\$200.70
3/20/2017	3306	KCCHA GENERAL FUND	\$26,415.63
3/20/2017	3307	KINGSBOROUGH, KIMBERLY	\$364.00
3/20/2017	3308	OFFICE DEPOT-ACCT. 67444053	\$236.05
3/20/2017	3309	RHODODENDRON APTS PETTY CASH FUND	\$122.12
3/20/2017	3310	SURFACE RENEW INC.	\$549.98
3/20/2017	3311	TELLEZ, MARTIN	\$27.71

DATE	CHECK #	PAID TO	AMOUNT
3/20/2017	3312	JDFENWICK LANDSCAPING	\$2,200.00
3/27/2017	3313	FJORD MANOR PETTY CASH	\$37.46
3/27/2017	3314	HOME DEPOT CREDIT SVCS- 4595	\$1,046.32
3/27/2017	3315	HOME DEPOT SUPPLY - ACCT.#104436	\$182.47
3/27/2017	3316	KITSAP COUNTY PROSECUTING ATTORNEY'S OFFICE	\$552.00
3/27/2017	3317	MCKINNEY, JANA	\$220.00
3/27/2017	3318	NORTHWEST TERMITE & PEST CONTROL	\$340.00
3/27/2017	3319	WASHINGTON STATE DEPT OF LABOR	\$114.10
3/27/2017	3320	WINDSONG APTS. PETTY CASH	\$49.00
TOTAL			\$127,489.76

DATE	CHECK #	PAID TO	AMOUNT
3/6/2017	14839	BREM-AIR DISPOSAL	\$1,046.30
3/6/2017	14840	BREMERTON HOUSING AUTHORITY	\$2,332.00
3/6/2017	14841	CINTAS FIRE 636525	\$554.37
3/6/2017	14842	CULPEPPER, ELIZABETH	\$282.48
3/6/2017	14843	GREENSHIELD HOME & CARPET CARE, INC.	\$1,685.00
3/6/2017	14844	HENERY HARDWARE, INC.	\$36.91
3/6/2017	14845	HOME DEPOT CREDIT SERVICES-4595	\$15.45
3/6/2017	14846	JD FENWICK LANDSCAPING	\$5,326.30
3/6/2017	14847	KITSAP APARTMENTS REPLACEMENT RESERVE	\$6,753.18
3/6/2017	14848	KITSAP PUBLIC UTILITY DISTRICT #1	\$1,906.68
3/6/2017	14849	OFFICE DEPOT-ACCT. # 19356639	\$152.67
3/6/2017	14850	U S BANK	\$1,968.46
3/6/2017	14851	WEST SOUND UTILITY DISTRICT	\$6,820.20
3/6/2017	14852	WESTBAY AUTO PARTS	\$0.00
3/6/2017	14853	PUGET SOUND ENERGY	\$60.42
3/13/2017	14854	AMERICAN FLOORS & BLINDS	\$2,045.94
3/13/2017	14855	BREM-AIR DISPOSAL	\$1,865.09
3/13/2017	14856	CITY OF BREMERTON	\$3,867.90
3/13/2017	14857	FOR RENT MEDIA SOLUTIONS	\$945.09
3/13/2017	14858	HOME DEPOT SUPPLY -#3320024	\$793.70
3/13/2017	14859	HOME DEPOT CREDIT SERVICES-4595	\$226.10
3/13/2017	14860	KITSAP COUNTY PUBLIC WORKS	\$7,324.02
3/13/2017	14861	LOWE'S 9900-680522-2	\$630.23
3/13/2017	14862	OFFICE DEPOT-ACCT. # 19356639	\$228.62
3/13/2017	14863	PUGET SOUND ENERGY	\$2,088.10
3/13/2017	14864	RELIABLE PARTS	\$30.57
3/13/2017	14865	SCOTT MCLENDON'S HARDWARE	\$35.28
3/13/2017	14866	SEARS COMMERCIAL ONE ACCT #3144	\$647.86
3/13/2017	14867	SEWELL, LINDA	\$200.00
3/13/2017	14868	SILVERDALE PLUMBING & HEATING INC.	\$649.08
3/13/2017	14869	SURFACE RENEW INC.	\$467.38
3/13/2017	14870	VIKING FENCE COMPANY INC.	\$739.16
3/13/2017	14871	WAVE BROADBAND	\$107.61
3/13/2017	14872	NORTHWEST TERMITE & PEST CONTROL	\$150.00
3/20/2017	14873	AMERICAN FLOORS & BLINDS	\$3,386.45
3/20/2017	14874	CENTURYLINK	\$407.70
3/20/2017	14875	CENTURYLINK	\$295.30
3/20/2017	14876	GRISDALE, PHILIP	\$564.00
3/20/2017	14877	HOME DEPOT SUPPLY -#3320024	\$422.81
3/20/2017	14878	JOHNSON, KARLEE	\$35.94
3/20/2017	14879	KCCHA GENERAL FUND	\$17,332.67

DATE	CHECK #	PAID TO	AMOUNT
3/20/2017	14880	MOCO, INC.	\$123.00
3/20/2017	14881	XEROX CORPORATION	\$58.81
3/27/2017	14882	AMERICAN FLOORS & BLINDS	\$2,244.95
3/27/2017	14883	HENERY HARDWARE, INC.	\$5.00
3/27/2017	14884	HOME DEPOT SUPPLY -#3320024	\$193.11
3/27/2017	14885	LAHMEYER, MARVELLE	\$107.64
3/27/2017	14888	MIRANDA, ANTHONY	\$300.00
3/27/2017	14889	NORTHWEST TERMITE & PEST CONTROL	\$150.00
3/27/2017	14890	PETTY CASH-PORT ORCHARD VALLEY	\$4.06
3/27/2017	14891	PUGET SOUND ENERGY	\$289.27
3/27/2017	14892	SCOTT MCLENDON'S HARDWARE	\$60.83
3/27/2017	14893	SURFACE RENEW INC.	\$706.54
3/27/2017	14894	WATSON & MCDONELL, PLLC	\$7,500.00
3/27/2017	14895	HOME DEPOT CREDIT SERVICES-4595	\$27.65
3/27/2017	14896	KCCHA GENERAL FUND	\$11,338.36
3/27/2017	14897	LEMIEUX, ANN	\$78.11
3/27/2017	14899	MCCRAY, IESHA	\$1,225.00
3/30/2017	14886	LEMIEUX, ANN	\$0.00
3/30/2017	14887	MCCRAY, IESHA	\$0.00
3/30/2017	14898	HAMBY, LYNDZIE	\$349.92
TOTAL			\$99,189.27

DATE	CHECK #	PAID TO	AMOUNT
3/20/2017	22	ECOLOGICAL LAND SERVICES, INC.	\$2,385.99
TOTAL			\$2,385.99

4. Board Announcements

- A. Board Announcements: This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting including:

- | | |
|--|-------------------------|
| 1) Update from the Port Orchard Homelessness committee | (Vice Chair Putaansuu) |
| 2) Update from the Poulsbo Housing Group | (Commissioner Erickson) |
| 3) Update from the Homelessness Coordinating Council | (Commissioner Garrido) |

5. Committee Reports

- A. Work study meeting (Chair Wolfe)

6. Action Items (Dean Nail)

- A. **Consideration of a motion to approve Resolution 2017-08 authorizing write-off of uncollectible partner loans.** (Dean Nail)

Action Requested: Approval of the resolution

Strategic Plan Link: Goal 1, Strategy 1.1, Task C.3

Fiscal Impact: \$79,641.97

At the March 7, 2017 meeting of the Board of Commissioners, the Board approved the write-off of \$189,359.04 of uncollectable debt in a follow up to a State Auditor's Office recommendation that HK improve and include a loan servicing policy in our CDBG Home Rehabilitation Program Manual.

Upon further review, and after the last update to the Board, staff reviewed the CDBG Rehab-Partner loans files and HK financial records and found that two loans were actually grants. Those two partner loans were for KCCHA/KCR properties located at 103 Lippert Dr. buildings A and B, in Port Orchard in the amounts \$ 33,344 (Building A) and \$39,585.53 (Building B). The source of the discrepancy was from slightly different Grant/Loan amounts and incorrect addressing.

In addition, there were three Bainbridge Island Housing Resources Board loans which were HK Board approved for write-off in 2011. The write-off was not reflected in HKs books which showed them as still outstanding,

After corrections, the revised total write-off for the CDBG Rehabilitation Partner loans is now \$98,293.06; see attached spreadsheet.

Single Family Housing
CDBG Rehab Loan Servicing Log-Possible Write offs

Possible Write Offs	Site Address	City, State, Zip	Parcel Number	Grant Number	Outstanding Note Payable Balance	Date of Loan	Possible Write-Off	Maturity Date	Comments - Decision
BORROWER LOANS									
Boykin, Linda	319 Kingsway NW	Bremerton, WA 98312	4559-006-009-0005	KC-476-05	\$ 19,326.16	3/6/2007	\$ 19,326.16	3/6/2027	Foreclosure in 2009. Property w/mobile.
				BORROWER LOANS TOTAL	\$ 19,326.16		\$ 19,326.16		
PARTNER LOANS									
Kitsap Mental Health	6655 NE Plum St	Suquamish WA 98362	4388-005-029-0000	KC-138-94	\$ 540.22	1/28/1994	\$ 540.22	1/28/2014	No documentation. No file.
BI Housing Resources Board				KCCHA	\$ 6,976.57	6/30/2001	\$ 6,976.57	6/30/2021	Unable to reconcile HRB with outstanding HK balance.
BI Housing Resources Board				KCCHA	\$ 13,719.57	6/30/2000	\$ 13,719.57	6/30/2020	Unable to reconcile HRB with outstanding HK balance.
BI Housing Resources Board				KC-573-99	\$ 16,922.94	6/30/2000	\$ 16,922.94	6/30/2020	Unable to reconcile HRB with outstanding HK balance.
BI Housing Resources Board				KC-174-98	\$ 42,022.89	6/30/2000	\$ 42,022.89	6/30/2020	Unable to reconcile HRB with outstanding HK balance.
				TOTAL	\$ 79,641.97		\$ 79,641.97		
Kitsap Community Resources	4248 Forest Dr.	Bremerton WA 98310	012401-1-062-2009	KC-103-97	\$ 18,651.09	8/25/1998	\$ 18,651.09	8/25/2018	West Sound Treatment Center. Transferred in 2004.
				TOTAL	\$ 18,651.09		\$ 18,651.09		
				PARTNER LOANS TOTAL	\$ 98,293.06				
				GRANDTOTAL Borrower Loans + Partner Loans	\$ 117,619.22		\$ 117,619.22		

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2017-08

**A RESOLUTION AUTHORIZING WRITE-OFF OF
UNCOLLECTIBLE PARTNER LOANS**

WHEREAS, Housing Kitsap has been providing housing renovation loans funded by Community Development Block Grants to community partners for affordable housing and service programs in Kitsap County; and

WHEREAS, Housing Kitsap has successfully operated a home renovation program for 35 years;

WHEREAS, Housing Kitsap discovered discrepancies in the files previously reported in Resolution 2017-05 that resulted in the need to replace that resolution with a new resolution; and

WHEREAS, Housing Kitsap followed the requirements of its operations manual and reviewed all of the partner loans related to the Renovation Program and discovered that some of the loans are uncollectable; and

WHEREAS, Housing Kitsap has determined that some of the uncollectable partner loans are improperly recorded as receivables.

NOW, AND THEREFORE, BE IT RESOLVED, Housing Kitsap's Board of Commissioners does hereby approve of writing off \$ 98,293.06 of receivable loans in the Renovation Program.

ADOPTED by the Housing Kitsap Board of Commissioners at a regular open public meeting this 2nd day of May, 2017.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Ed Wolfe, Chair

ATTEST:

By: _____
Stuart Grogan, Executive Director

B. Consideration of a motion to approve Resolution 2017-09 authorizing write-off of uncollectible borrower loans (Dean Nail)

Action Requested: Approval of the resolution

Strategic Plan Link: Goal 1, Strategy 1.1, Task C.3

Fiscal Impact: \$19,326.16

Annual Loan servicing of the CDBG Home Renovation Program has identified one program participant that was foreclosed upon in 2009. The trustee sale went through and the original borrower is no longer the owner. The sale did not generate enough funds for repayment to HK as a second place lender. Consequently, we are requesting the Board to write-off \$19,326.16 of uncollectable debt. This is the only action for the renovation program since the last servicing in 2015.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP**

RESOLUTION 2017-09

**A RESOLUTION AUTHORIZING WRITE-OFF OF
UNCOLLECTIBLE BORROWER LOANS**

WHEREAS, Housing Kitsap has been providing housing renovation loans funded by Community Development Block Grants to individuals for affordable housing and service programs in Kitsap County; and

WHEREAS, Housing Kitsap has successfully operated a home renovation program for 35 years;

WHEREAS, loans to individuals have been serviced, reviewed or confirmed annually since 2015; and

WHEREAS, Housing Kitsap followed the requirements of its operations manual and reviewed all of the individual borrowers related to the Renovation Program and discovered that some of the loans are uncollectable; and

NOW, AND THEREFORE, BE IT RESOLVED, Housing Kitsap's Board of Commissioners does hereby approve of writing off \$ 19,326.16 of receivable loans in the Renovation Program.

ADOPTED by the Housing Kitsap Board of Commissioners at a regular open public meeting this 2nd day of May, 2017.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Ed Wolfe, Chair

ATTEST:

By: _____
Stuart Grogan, Executive Director

7. Budget review

(Wendy Dutenhoeffer)

Budget Update 5/2/2017

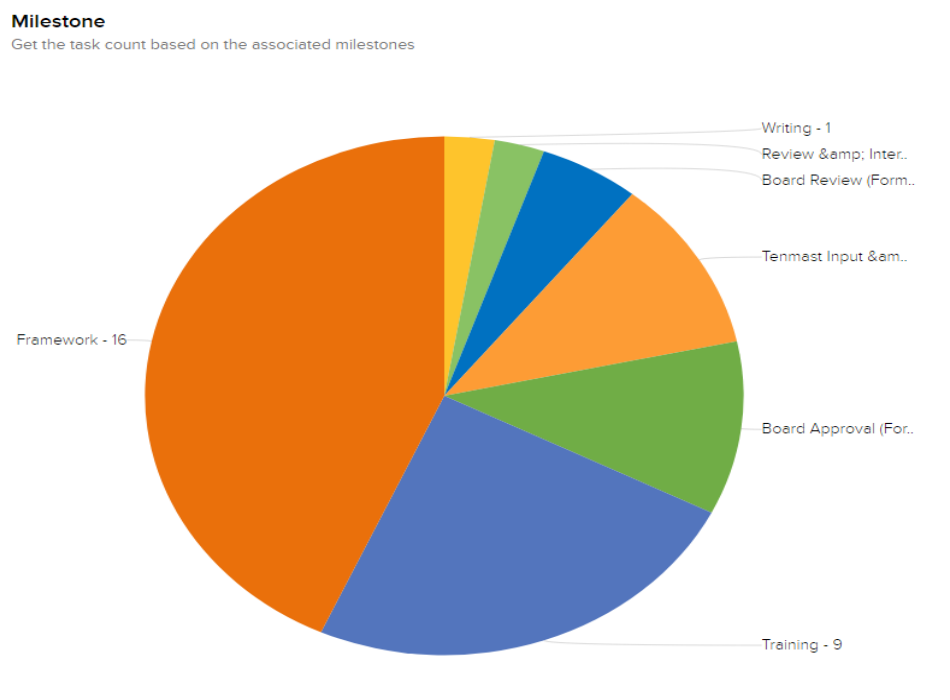
For a more detailed look, Board members can visit the project management site at any time. You should have received an email invitation from ZoHo projects:

<https://projects.zoho.com/portal/housingkitsap#dashboard/10877100000000020051>

We are currently working in the “Framework” milestone, which encompass gathering and analyzing documents. These documents are the cornerstone for designing and writing the budgets. Initial estimates show all “Framework” tasks completed by 7/21/2017.

- Management Agreements: Our Goal is to verify the location of the agreements, that they are current, and that billings are done correctly.
 - Of 17 multi-family projects, we have located Management Agreements for 11; Our initial review indicates that 8 out of the 11 are expired.
 - We are in violation of a provision in Kitsap Apartments’ Management Agreement provision which prohibits the General Partner from acting as managing agent.
- Partnership Agreements: Our goal is to verify the location of these documents and to map cash flow and/or restrictions, waterfalls, etc.
- Public Housing Agreement: Our goal is to review the agreement, complete a cost comparison/analysis to determine if current fees are less than, equal to, or greater than fees collected through the Asset Management Model with a Central Office Cost Center.
 - We anticipated locating and reviewing this agreement within the next 2-3 weeks.

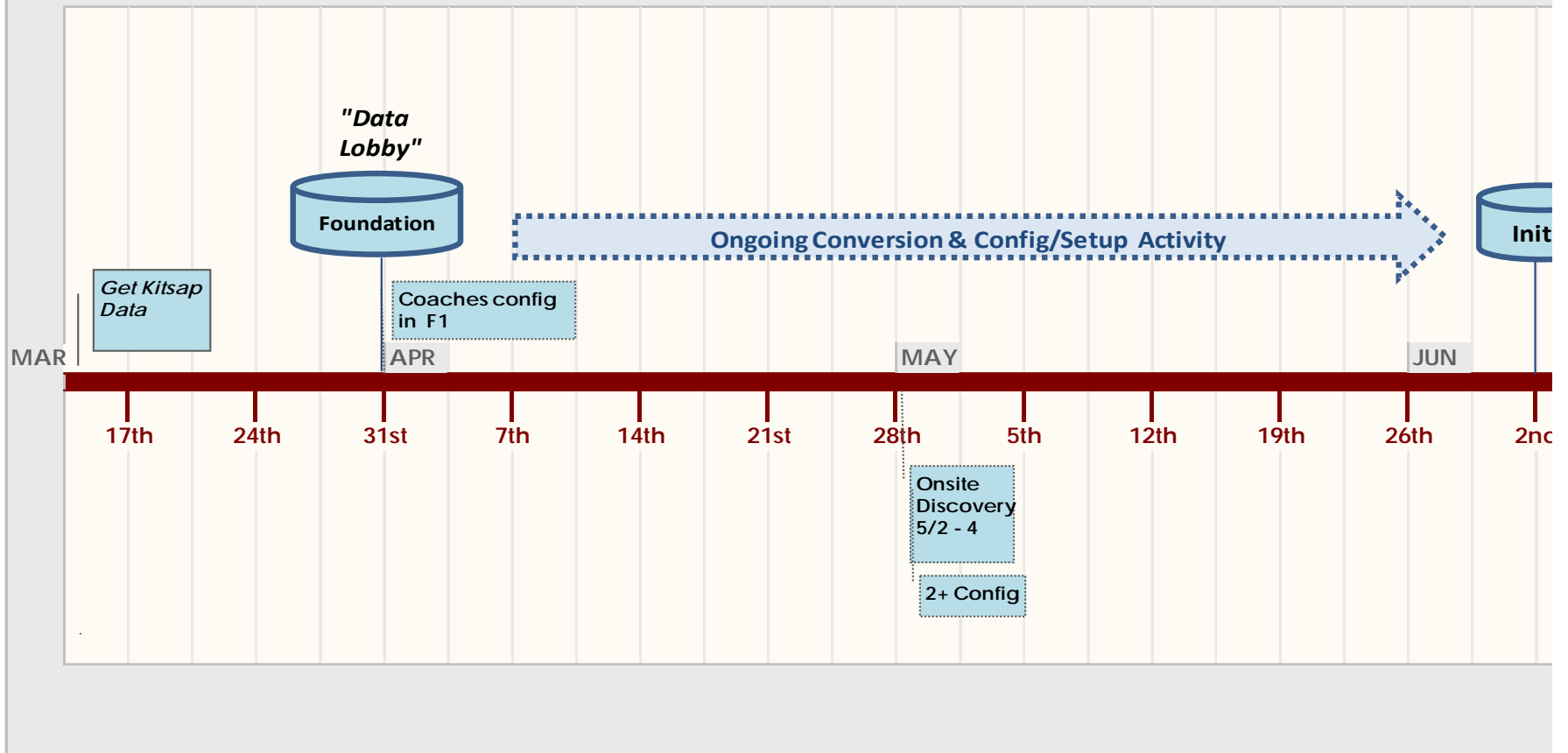
This entire project is divided into 9 milestones, with 37 complex tasks as represented in the following chart:



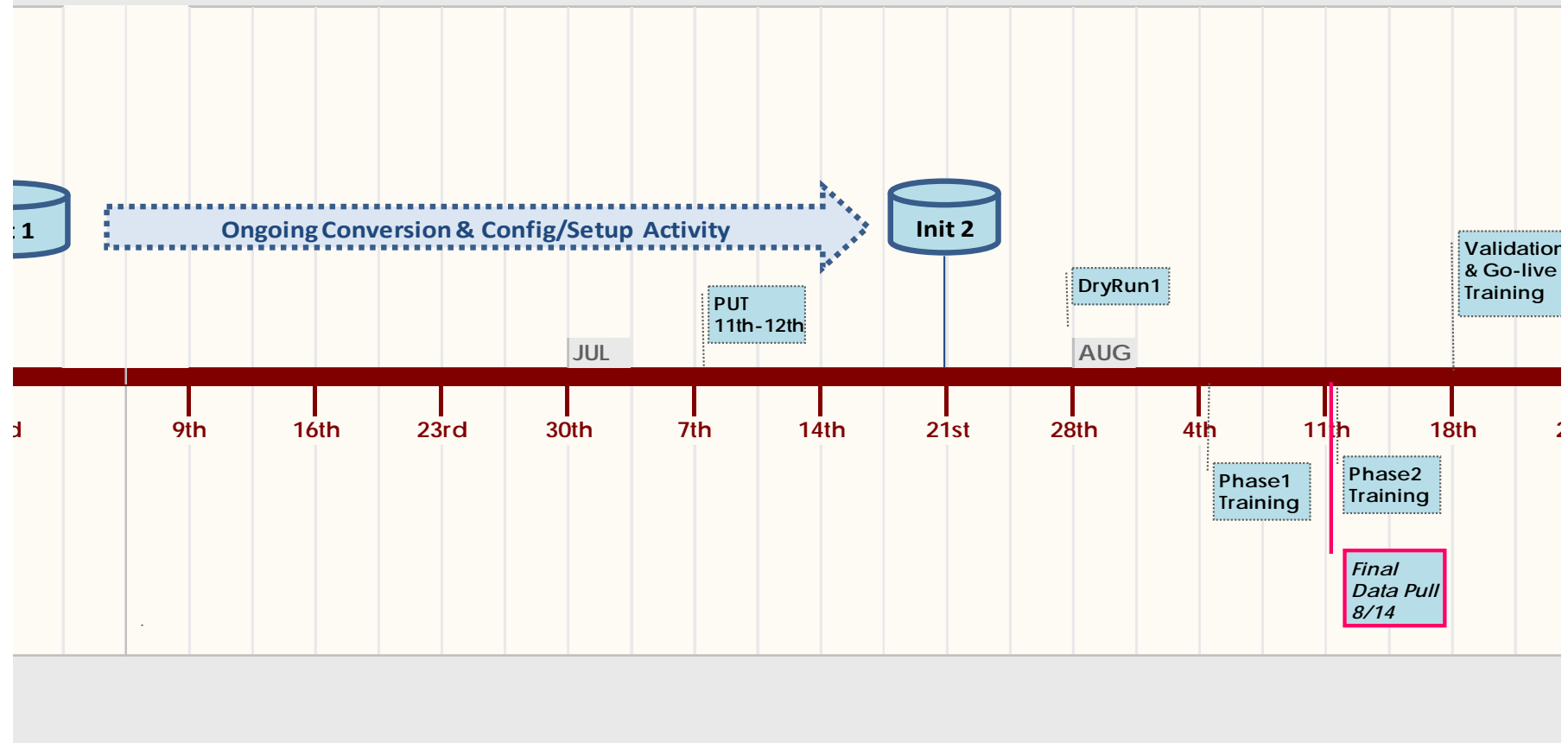
Housing Kitsap - 2018 Budget Project as of 4/27/2017

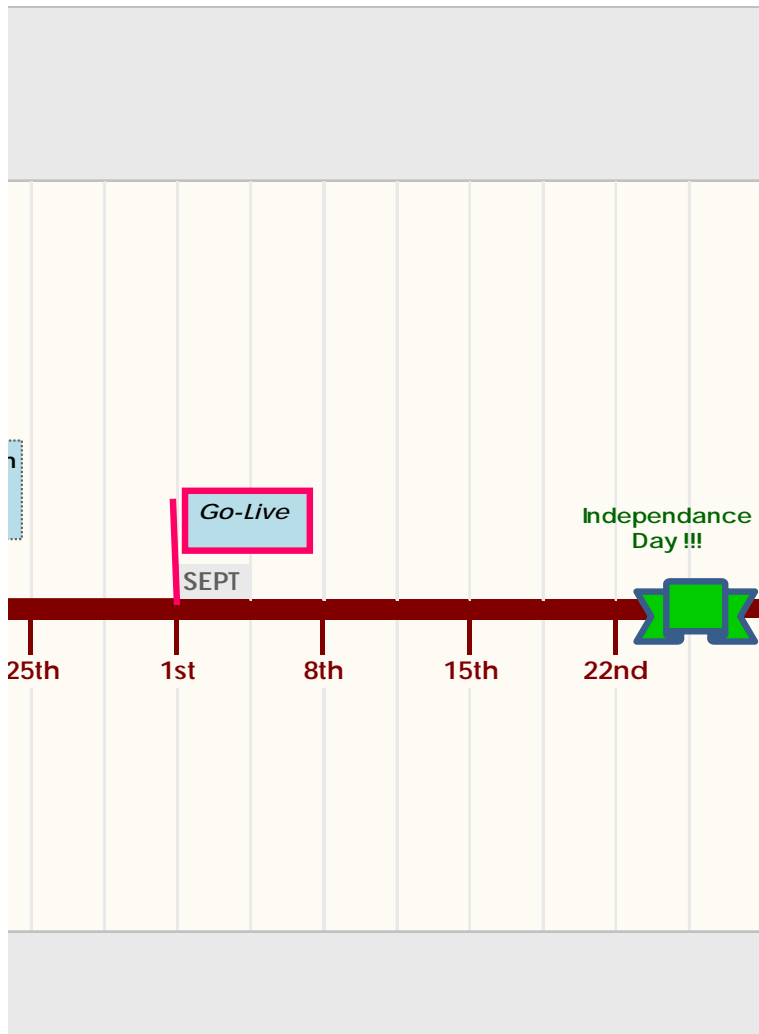


Tenmast-Kitsa

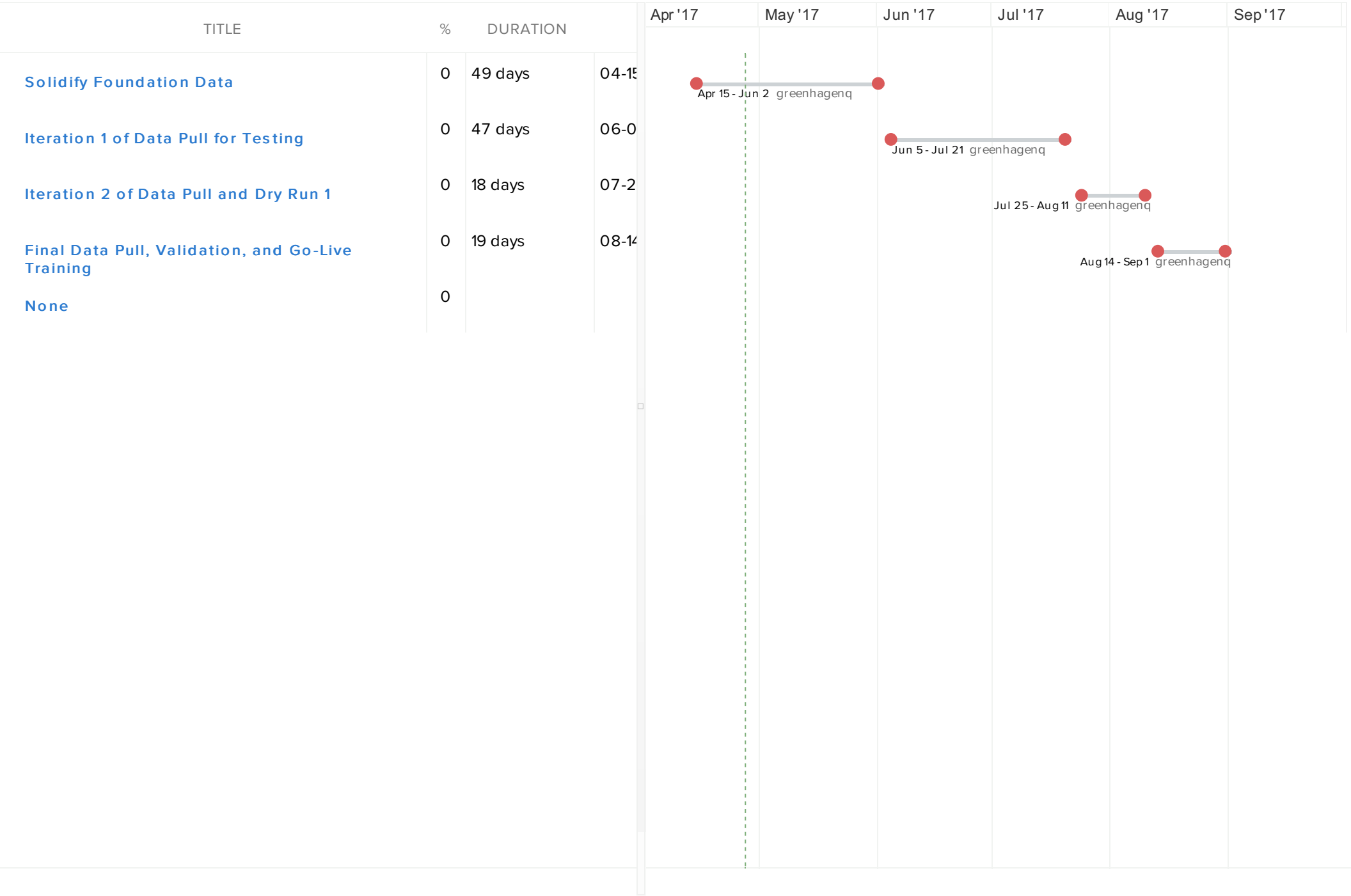


Up Go-Live Timeline





Tenmast Conversion Project as of 4/27/2017



8. Executive Session to consider a Real Estate Issue per RCW 42.30.110 (1)(b) and(c); Action is anticipated on both items.
(Stuart Grogan)

9. Adjourn